Just ZIPit

A VERY USEFUL
SOFTWARE COMPRESSION UTILITY

USER'S GUIDE

PEMBINA TRAILS SCHOOL DIVISION

Information compiled by: Jason E. Samulaitis – ITA

AvatarSoft

WHAT IS JustZIPit ?

JustZIPit is an extremely easy to use ZIP tool, which simplifies the compression or 'ZIPPING' of documents or items located in folders or by themselves.

JustZIPit compresses files and folders into a ZIP or decompresses previously ZIPPED items into a folder – in just one click from the context menu. This menu is accessed by using the right mouse button on the item you wish to work with.

WHAT DOES JustZIPit COST ?

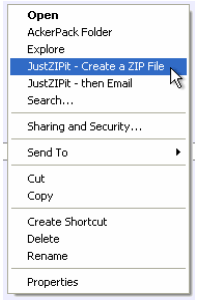
JustZIPit is a FREE software application, available for your use in school, and available for download to your home PC at the following link:

http://avatarsoft.com/free/data/apps/JustZIPit.exe

Type the above link information into your web browser (Internet Explorer or Netscape) exactly as you see it, capitals where applicable.

HOW DO I USE JustZIPit ?

To compress a file or folder:

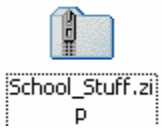


To compress a file or folder into a new ZIP file, simply ***right-click on the folder or file*** and then select the 'JustZIPit' option located in the popup menu.

If your folder name is "School_Stuff" a "School_Stuff.zip" file will be created within the same directory or location your original file or folder was initially located.

A visual example of BEFORE ZIPPING and AFTER ZIPPING:

Your 'original' folder/file…



Your newly ZIPPED folder/file…

Be aware that you will now have a total of 2 files or folders, your original, and the newly zipped one. Also note that the newly ZIPPED folder or file has been placed where your original file was located.

USING THE 'JustZIPit – then Email ' FEATURE:

There is also another option/feature located in the pop up menu of JustZIPit called **'JustZIPit – then Email'**.

HOME USERS:

If your system has a default e-mail software program configured and installed, JustZIPit will automatically ZIP the files or folders your wanted, then launch or 'open' up your default e-mail software and place the ZIP file into the 'attachments' area of a blank message. You would then simply specify who you are sending the e-mail to, along with an applicable SUBJECT title and MESSAGE, then click on send to mail the attachment off.

SCHOOL-BASED USERS:

IF you are using JustZIPit within a school, or on a school computer, we recommend against using this feature because a 'default' e-mail software program is required to be installed and configured on the PC you are using, for this feature to operate properly.

Due to the nature of varied types of security, the number of persons using the individual PC, and specific application settings on many institutional PC's, we highly recommend that you just use the '**JustZIPit – Create a ZIP file option**' alone.

Once you have successfully ZIPPED your files/folders, you could then open up your Internet E-mail, and simply BROWSE your computer for the .zip file you created, then attach this .zip file into an e-mail and send it off.

HOW DO I DECOMPRESS JustZIPit FILES ?

Once you have received ZIPPED files as e-mail 'attachments', you must select a location on your computer to store or save this ZIPPED file to. Choose an appropriate location, and remember exactly where this location is…

Example:

'Save-AS' Location of ZIPPED file-------→ C:\Teacher\school\class

Recently UN-ZIPPED file will now be located in----→ C:\Teacher\school\class

To decompress previously ZIPPED files, simply double-click on the file or right-click and select the option 'JustUnZIPit' from the popup menu.

NOTE – If your ZIPPED folder was called "Stuff.zip", a folder called "Stuff" will be created in the exact location of your ZIPPED file.

DO YOU REQUIRE FURTHER ASSISTANCE OR TRAINING?

Should you require some assistance in using this software product, please do not hesitate to contact either of the following Divisional Instructional Technology Assistants, supporting your school/location:

Jason E. Samulaitis **488-1767** **extension 333**
Instructional Technology Assistant

Ivone B. Kordic **488-1767** **extension 302**
Instructional Technology Assistant